

INSTRUCTIONS FOR USING FORM NO. 139
RECORDS CONTROL SCHEDULE

- A. Schedule No. A number will be assigned by the Records Management Staff upon approval of the Schedule.
- B. Office, Division, Branch. Enter the specific organizational element to which the schedule pertains, such as, Public Affairs Office, Special Services Division, Records Branch.
- C. Concurrence. Enter in this space the signature of the chief of the organizational element (Branch or Division Chief) to which the schedule pertains. The signature of the Office-Chief will be entered on the first page of the schedule which will indicate not only his approval of the schedule for his immediate office (administrative, staff, etc.) but for the entire schedule. This signature should be obtained after chiefs of all other organizational elements of the Office have signed.
- D. Item Number. Beginning with item number one, list and number each series, starting with the records of the Office Chief and continue consecutively through each organizational unit of the Office. The use of sub-item numbers is permissible when subordinate file series are component parts of an overall file.
- E. Files Identification. The precise description of each series of records will be entered in this column. This descriptive data required the utmost care in its preparation. In general, this data must be sufficient to accurately identify the records and enable a determination of propriety of the disposition prescribed for them. Specifically, each file identification will consist of five elements, namely: The title or name of the file; description of documents of which the file consists; a brief statement of the specific function or operation incident to which the files are maintained; a statement concerning the filing arrangement; and inclusive dates of the file.
- F. Volume. Enter the volume in terms of cubic feet for each file series. Fractions of cubic feet will be expressed in tenths by use of the decimal point, e.g., 1.5, 20.3 etc. The volume for a file series measuring less than one-tenth foot will be entered as .1.
- G. Disposition Instructions. Entries in this column will be made only after careful appraisal and evaluation of the records series. The column will consist of three elements and will be entered in the order given below:
- (1) Preface each instruction with the word "Permanent" or "Temporary" whichever is applicable.
 - (2) The second element consists of the phrase "Disposal not authorized" if the records are of permanent value. Records of temporary value will cite a disposal standard, e.g., "Destroy after 3 years," "Destroy 2 years after audit," "Destroy upon separation of employee," etc.
 - (3) By application of sub-off. disposal instructions

for the cut-off and retirement and/or destruction of the files. These instructions may be indicated as "Cut-off at end of each calendar year; destroy 1 year thereafter," "Cut-off at end of each calendar year; transfer to the Records Center 1 year thereafter," "Place in noncurrent file upon liquidation of obligation; transfer to the Records Center 1 year thereafter."

RECORDS CONTROL SCHEDULE

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CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Public Affairs, Services Division

25X1A

DATE

Chief, SN/OPA

27 June 1955

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	Division Subject File Consists of memorandums, reports, and other documents pertaining to personnel, budget, training, workloads, production, and related subjects. These records are accumulated for planning and administrative purposes in carrying out the functions of the Division. Filed according to the Agency Subject Numeric File Manual. (1951-1955)	2.5	Temporary. Destroy when 3 years old. (Cut off at end of each calendar year; transfer to the Records Center 1 year thereafter.)
2.	Reproduction Requisition File Consists of Form No. 36-2, Reproduction requisition (pink copy), Form No. 36-77, Work Ticket, work order, delivery ticket, control card, and related documents accumulated in the course of processing and controlling a job until completed. Filed numerically by job number. (1951-1955)	5.0	Temporary. Destroy when 1 year old. (Cut off at the end of each calendar year and destroy 1 year thereafter.)
3.	Reference Publication File Consists of copies of Agency publications, commercial publications, and publications of other Government agencies collected and maintained for reference purposes. It contains such publications as Agency Regulations, Agency Handbooks, Army Regulations, trade journals, magazines, etc. Filed categorically by source. (Current)	7.2	Temporary. Destroy when superseded or obsolete, or no longer needed for reference purposes.